



Departmental Quarterly Performance Report

Department Name: Library

**Reporting Period:
Fiscal Year 02/03
2nd Quarter**

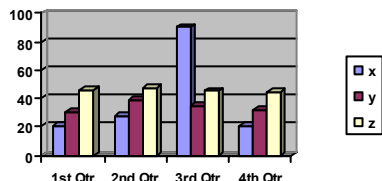
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MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

<div>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></div> <div><i>Describe initiative and provide status update</i> <i>Insert associated performance measures, if applicable, e.g.</i></div> <div><table><caption>Bar Chart Data</caption><thead><tr><th>Quarter</th><th>x</th><th>y</th><th>z</th></tr></thead><tbody><tr><td>1st Qtr</td><td>20</td><td>30</td><td>40</td></tr><tr><td>2nd Qtr</td><td>30</td><td>40</td><td>50</td></tr><tr><td>3rd Qtr</td><td>90</td><td>40</td><td>50</td></tr><tr><td>4th Qtr</td><td>20</td><td>30</td><td>40</td></tr></tbody></table></div>	Quarter	x	y	z	1st Qtr	20	30	40	2nd Qtr	30	40	50	3rd Qtr	90	40	50	4th Qtr	20	30	40	<div><input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></div>
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<div>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></div> <div>Completed roof replacement at Allapattah Branch. Completed HVAC replacement at North Shore Branch. Completed parking light replacement at North Dade Regional. Completed sound proofing wall separating the Children’s Room at Model City Branch.</div>	<div><input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></div>																				
<div>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></div> <div>A Library Design Charette was held for patrons of the North Dade Regional Library on March 8, 2003. Approximately 75 area residents participated in a workshop to help redesign the interior of the Library.</div>	<div><input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></div>																				
<div>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></div> <div>The members of the Miami-Dade Public Library Foundation board attended two workshops. The first workshop, on February 22, 2003, was led by Bill Werther, professor at the University of Miami’s Center for Nonprofit Management, on the topic of the role of a foundation for a non-profit organization. The second workshop, on March 22, 2003, was led by Library Director Raymond Santiago, to educate Board members on library structure and operations.</div>	<div><input checked="" type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></div>																				

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<p>County Mgr. Priority (Circle One): <i>People Service Technology Fiscal Responsibility</i></p> <p>Priscilla Greenfield, President of the Friends of the Library, Jeff Donnelly, Chairperson of the Library Advisory Board and member of the Library Foundation board, Maria Velez, member of the Library Advisory Board, Library Director Raymond Santiago, and Executive Assistant to the Director Lainey Brooks traveled to Tallahassee on March 24-25 to meet with members of the Dade Delegation during Library Legislative Days.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People Service Technology Fiscal Responsibility</i></p> <p>The Friends of the Library applied for an International Cultural Exchange Grant from the Miami-Dade County Department of Cultural Affairs for The Art of Storytelling 2004. This is a professional and cultural exchange with the Dublin City Library and Irish storytellers. The grant request is for \$30,000 and was filed on March 19, 2003.</p> <p>The Friends of the Library applied for a Tourist Development Grant for The Art of Storytelling 2003. This is a professional and cultural exchange with The Ghana Library Board, in The Republic of Ghana. The grant, for the amount of \$15,000, was filed on January 14, 2003.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People Service Technology Fiscal Responsibility</i></p> <p>This past quarter, January through March 2003, the Library's programming focused on highlighting African-American History and Women's History. Programming for Black History centered around the theme "Souls of Black Folks: Centennial Reflections W.E.B. Dubois 100th Anniversary". The art exhibits highlighted works of famous artists, such as Purvis Young, Randy Barceló and African-American artists from the Library's permanent collection. Authors' presentations and panel discussions stimulated our patrons in exploring deeper into the achievements of African-Americans.</p> <p>During March, several programs were presented to celebrate the achievements of women. Among the programs offered were: Rose Weiss, Mother of Miami Beach; Momentum Dance Company Presents: Women of Valor; Tribute to Isadora: Isadora Duncan Dance Ensemble; and The Feminine Memoir.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)</p>

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<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> Technology <i>Fiscal Responsibility</i></p> <p>The Library Department has begun the installation of the 400 leased computers and expects to have it completed by the end of the 3rd quarter.</p>	<p>* <u> </u> Strategic Plan * <u> </u> Business Plan <u> </u> Budgeted Priorities * <u> </u> Customer Service <u> </u> Workforce Dev. <u> </u> ECC Project <u> </u> Audit Response <u> </u> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>176 training sessions for staff have been conducted on a variety of topics this quarter.</p> <p>175 training sessions for the public have been conducted, including some in Spanish, on a variety of topics this quarter.</p>	<p>* <u> </u> Strategic Plan <u> </u> Business Plan <u> </u> Budgeted Priorities <u> </u> Customer Service * <u> </u> Workforce Dev. <u> </u> ECC Project <u> </u> Audit Response <u> </u> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>The Library System has launched a Spanish website which may be accessed by clicking on “En Español” at www.mdpls.org. A major feature of this new website is a Spanish version of the Library’s Online Catalog, which was developed in-house.</p> <p>The Library has added the “Consulta” Spanish language database which provides a comprehensive collection of materials, including reference material from both Gale and Oceana, a wide range of journals, plus essential primary source documents.</p>	<p>* <u> </u> Strategic Plan * <u> </u> Business Plan <u> </u> Budgeted Priorities * <u> </u> Customer Service <u> </u> Workforce Dev. <u> </u> ECC Project <u> </u> Audit Response <u> </u> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> Fiscal Responsibility</p> <p>The Library is continuing to monitor existing efficiency projects.</p>	<p><u> </u> Strategic Plan <u> </u> Business Plan <u> </u> Budgeted Priorities <u> </u> Customer Service <u> </u> Workforce Dev. * <u> </u> ECC Project <u> </u> Audit Response <u> </u> Other _____ (Describe)</p>

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<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>See attached Capital Improvement Plan Building Status Report, Capital Improvement Plan Building Status Report - Mini Libraries , and Additional Capital Projects Status Report .</p>	<p><u> * </u> <i>Strategic Plan</i> <u> * </u> <i>Business Plan</i> <u> * </u> <i>Budgete Priorities</i> <u> </u> <i>Customer Service</i> <u> </u> <i>Workforce Dev.</i> <u> </u> <i>ECC Project</i> <u> </u> <i>Audit Response</i> <u> </u> <i>Other</i> _____ <i>(Describe)</i></p>
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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	441	511	437	74	441	70				

* [Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.](#)

Notes:

A. Key Vacancies

Out of the 70 vacant positions in the Library Department, 24 are professional librarians and an additional 23 are public service paraprofessionals. All of these positions are key to the successful operation of the Library Department during this time of significant growth in the need for services, as well as facilities. The Library Department has seen an overall increase in demand for all of our services at the existing facilities. The overwhelmingly successful SMART (tutoring) program is just one reason that large numbers of students and parents are being drawn into the Library. With the School System's emphasis on FCAT and with the potential cutback in summer school, the Library facilities become even more critical for students. At present, several of our new facilities are getting close to becoming operational and staff need to be hired and trained immediately.

C. Turnover Issues

D. Skill/Hiring Issues

The Library Department has an abnormally high number of vacancies due to the lengthy County freeze on hiring, along with a pending union grievance that delayed hiring even after the freeze was lifted.

The Library market for qualified librarians is extremely competitive due to a nationwide shortage of professionals in this field.

***E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)***

F. Other Issues

Four members of the staff will retire from the DROP Program on June 30, 3003.

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FINANCIAL SUMMARY

	PRIOR YEAR	Total Annual Budget	Quarter (2)		Year-to-date					
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget		
	Actual									
Revenues										
Ad Valorem	40,685	47,996	11,999	10,888	23,998	41,942	17,944	87%		
State Aid/ Federal Grants	3,237	2,200	550	1,468	1,100	1,468	368	67%		
Book Trust	771	-	-	-	-	-	-	0%		
Carry Over	2,595	1,439	360		720	2,021	1,302	140%		
Carryover Capital		5,167	1,292		2,584	7,258	4,675	140%		
Other	1,736	1,715	429	348	858	536	(322)	31%		
Total	49,024	58,517	14,629	12,704	29,259	53,225				
Expense*										
Personnel	23,402	25,159	6,290	5,947	12,580	12,082	(498)	48%		
Operating	15,392	16,082	4,021	3,840	8,041	6,764	(1,277)	42%		
Capital	901	17,276	4,319	675	8,638	692	(7,946)	4%		
Total	39,695	58,517	14,629	10,462	29,259	19,538				
Note: (inkind salaries)	141									
Transfer Out (BT rpted as other op.)	771									
* Expenditure may be reported in by activity as contained in your budget or may be reported by category										
(Personnel, Operating, Capital)										
Equity in Pooled cash (for Proprietary funds only)										

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Fund/ Subfund	Prior Year	Projected at Year-end as of							
		Quarter 1	Quart er 2	Quart er 3	Quarter 4				
Library Operations 091	3,686	25,210	26,674						
Library Non-Govt contribution 092	33	33	34						
Library Grants 093	-	-	1,468						
Library Capital Fund 094	7,258	6,986	6,619						
Library Book Trust 099	859	1	2						
Total	11,836	32,230	34,797	-	-				
1 - The majority of ad Valorem proceeds are collected in the first quarter									
2 - Revenue receipts are not evenly realized throughout the fiscal year (State Aid, Reimbursement e rate)-In kind revenue (141,423) not reported									
3 - Transfers from the Book Trust Fund occur during the fourth quarter of the fiscal year									
4& 6 - Carryover considered collected in the first quarter of FY									
5 - Other operating expenditures occur unevenly throughout the fiscal year (Charges for GSA Rent and G& A Reimb...).									
6- Includes reserves for the new libraries (per capital plan)									

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Raymond Santiago _____
Signature
Department Director

Date 4/29/03_____